



## **Accounting Clerk/Bookkeeper**

### **Summary:**

The City of Highland seeks qualified candidates for the **full-time** position of Accounting Clerk/Bookkeeper. This position is responsible for performing bookkeeping and customer service functions related to municipal services.

### **Essential Duties and Responsibilities:**

- Performs bookkeeping and customer service functions regarding municipal services
- Performs Accounts Receivable billing (dumpsters, temporary power, water sales, etc.). Enters information into computer, generate reports, verify, and prints/mails A/R bills. Processes delinquent A/R notices.
- Backup and assist with utility billing functions. Prepare utility billing in the absence of the utility billing clerk, process electronic reads; prepare print files for third party vendor.
- Miscellaneous duties performed as needed including answering phones, utility service disconnect notices, collection and posting of payments, filing.
- Process payment arrangements. Enter information into the computer concerning late payments. Creates and monitors payment schedule, sends demand letter if necessary.
- Handles collection of bad checks, enters data into computer.
- Receives and processes payments for all City services into City's software system. Balances daily cash drawer.
- Performs other duties and functions as required or assigned within area of expertise or scope of position.

### **Qualifications:**

Candidates must have an Associates Degree from an accredited college as well as two to four years related experience including bookkeeping, customer service, cash handling, and general office experience. Excellent communication interpersonal skills and organizational skills are required. Candidates must be proficient in Microsoft Office applications, financial package software and internet applications. **Residency is required within 1 year of hire.**

### **To Apply:**

If you meet the qualifications outlined above please submit a resume or application on the appropriate application form no later than Friday, February 4, 2011 to:

City of Highland  
Attn: Director of Human Resources  
1115 Broadway  
P.O. Box 218  
Highland, IL. 62249